Behavior Reporting Process

2026-2027 School Year | Office referral documentation for teachers and school leaders

1 No office referral: this process does not apply

Classroom managed
Student stays with you

▶

Track it your own way
No district entry required

2 Office referral, no suspension: enter it in Branching Minds

Teachers
Includes special area

▶

Branching Minds
Behavior incident report

TAs and lunch monitors
Lunch, recess, hallway

▶

Paper incident form
Send to school leader

▶

Branching Minds
Designee enters it

3 Suspension or Level 3 VADIR behavior: start it in PowerSchool

Suspension issued
Or a Level 3 behavior

▶

School leader
Or designated staff

▶

PowerSchool
Behavior incident report

▶

Branching Minds
Syncs automatically

Key points

- Never enter the same incident twice. Suspension data entered in PowerSchool flows into Branching Minds automatically.
- Use the PowerSchool behavior incident report, not the behavior log.
- Level 3 (VADIR) behaviors: physical or sexual assault, theft, arson, bomb threat, harassment, altercations involving weapons, drug possession or use.
- Behavior you handle in the classroom without sending the student to the office may be tracked in whatever way works for you. Once a student is referred to the office, the referral must be documented in full.